

LCBPOA, INC.

POLICY/PROCEDURE MANUAL

MAY 23, 2022

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MISSION STATEMENT

To ensure that the Association (LCBPOA, INC.) operates in an efficient and consistent manner.

Policies and Procedures are set by the Association Board. A Board Committee shall consist of a minimum of 3 and a maximum of 5 committee members. Policies and Procedures may be added, revised or deleted at anytime with Board of Director approval.

ASSOCIATION POLICY

The Association maintains an office to conduct Association member business. This office is used by employees, Executive Officers and Board of Directors.

Association meetings (Workshop, Board and Committee) are to be conducted in a business-like manner. No shouting, arguing or use of foul language is allowed.

All employees of the Association are required to sign a Conflict-of-Interest Disclosure statement. This statement is renewed each year in September. The Secretary maintains the file of all signed statements.

A Whistle Blower statement submitted in confidence to the President and/or Vice-President must be in fact a true statement. The Whistle Blower statement must be submitted in a sealed envelope marked "Confidential" and directed to the Clerk's Office. The President and/or Vice-President will investigate each statement submitted and report findings to the Board of Directors.

All employees of the Association are required to sign a Job Application each year. This Application is renewed each year in February. The Clubhouse Committee Chair maintains the file of all signed Applications.

The Clubhouse has video camera surveillance. Signs notifying the public are posted at each entry way.

No solicitation of any kind is permitted in the Clubhouse or on Clubhouse grounds.

The Clubhouse is a non-smoking Facility.

The Association maintains a storage shed to store seasonal items which are the property of the Association. No personal items are stored in the Association Shed.

No Fireworks at or near the Clubhouse.

Gender Reveals can be done only inside the Clubhouse.

No tangible property of the Association may be sold, bartered or donated without first obtaining Board approval.

ASSOCIATION POLICY

Board approval must be obtained to donate free use of the Clubhouse for events. The requesting organization must fill out a Events Contract to record free use of the Clubhouse. A cleaning charge will be applied.

On any project of the Association three (3) bids must be submitted to the Board for review.

If a member of the Association is asked to bid on a project for the Association, they must be a member in good standing.

PIER COMMITTEE POLICY

- Maintain Master Leaseholder List
- Maintain Master Waiting List
- Maintain Master Buoy List
- Conduct annual audit on Pier Leaseholders & Waiting List

PC3-7-22

Activity/Welcoming & Fundraising Committee Procedures

Activity Committee

Creation and coordination of events and activities and related tasks. Marketing and promotion of events through local resources and online platforms, flyers. Support our Fundraising team (if needed) and promote the Association efforts during events. Work in conjunction with other Association Committees.

Welcoming Committee

All Directors are to welcome new residents to the community. Any Director can volunteer to help in these procedures:

- Make sure Postcards are in stock.
- Put together welcome folders with all pertinent information for new members of the Association.
- Address and mail postcards after Clerk verifies new resident's addresses.
- Meet and Greet members at Board & Bi-Annual Spring and Fall Membership meetings.

A/WC3-7-22

BY-LAW COMMITTEE PROCEDURES

- Any member in good standing may submit in writing, either by letter or e-mail, a proposed Change Request to the By-Laws. The Change Request must contain a statement as to the reason why it is being submitted and the effect on the Association.
- The Committee will acknowledge the receipt of the submittal to the member.
- Upon receipt of the proposed Change Request(s) the Committee will start an investigation regarding the impact of the proposal.
- The Committee will notify the Board of any submitted by-law proposed Change Request(s) as part of a regular Committee report at a Board meeting.
- The Committee will submit a review of the ramifications of the proposed Change Request(s) to the Association, including, if deemed necessary, the legal review of the change.
- The Committee will notify the membership about any proposed Change Request(s) in advance of a Bi-Annual meeting.
- All By-Law Change Request(s) submitted to the Committee will be presented for vote by the membership at a Bi-Annual membership meeting.
- A By-Law Committee member may not submit By-Law Change Request(s). As a member of the Committee their ideas and suggestions should be brought up in a committee review meeting.
- Because of the nature of this project, computer skills are beneficial in helping with review of the document.

BLC 2-7-22

CLUBHOUSE COMMITTEE PROCEDURES

Supervise all operations of the Clubhouse:

- Hiring and supervision of all employees, contractors/vendors.
- LCBPOA usage, reporting and reconciliation of all rental revenues and expenses.
- Evaluate rental rates and make recommendation to the Board of Directors.
- Supervise the bar, kitchen operations including stocking, inventory and reconciliation and reporting of revenue and expenses monthly to the Association.
- Prepare annual budget for presentation at the Spring Bi-Annual meeting for membership approval.
- Supervise the maintenance and upkeep of the Clubhouse and grounds and make recommendations to the Board as needed.

FINANCE COMMITTEE PROCEDURES

- Prepare budget
- Reconcile budget monthly
- Audit financial transactions
- Approve expenses before checks are cut
- Train Treasurer
- With Board Approval; Hire CPA for review and Audit every 4 years.

Fundraising Committee:

Activity Committee Chair serves in an advisory role to guide the Fundraising Committee. Expresses ideas and provides input. Actively participates in meetings, contributing to the discussion and sharing innovative ideas. All monies collected by the Fundraising Committee goes to the Treasurer for deposit. All new Fundraising events are reviewed and approved by the Board.

Memorial Tree Fundraiser: Members of the Association may purchase a memorial tree to be planted on the Lakeshore. There is a listing of various trees that are offered. An Order Form is filled out and a deposit is secured. Also offered is a memorial brick to be placed at the foot of the tree. When the tree arrives, it is planted by the nursery agent. When an order is complete all proceeds are given to the Treasurer for deposit.

New Fundraiser: Memorial Bricks

LAKESHORE COMMITTEE PROCEDURES

- With Board approval; Hire mowing/weed trimming contractor.
Hire Lakeshore, Clubhouse and Beach cleaning personnel.
Hire tree removal/trimming service as needed.
Hire striping for parking and basketball court.
- Fix/repair/replace playground equipment and picnic tables.
- Replace/replenish sand at beaches.
- Empty waste bins at the Point Beach as needed/daily on summer weekends. Johns trash cans moved to roadside for trash pickup weekly.
- Empty dog waste stations and replenish bags weekly.
- Organize Lakeshore clean-up days.
- Install/remove swim buoys at Point Beach.

LSC3-7-22

PIER COMMITTEE PROCEDURES

All Year

- Receive Pier Waiting List Applications.
- Give to Clerk to confirm that the homeowner is in good standing. Clerk to sign off on application.
- Committee Chair to sign Application.
- Prepare Welcome Letter. Mail letter with Pier Rules and a copy of the signed Application to Homeowner. File Original application under the year it was received in Pier file cabinet.
- Add Name to Master Waiting List Excel document.
- Provide an updated Waiting List to webmaster to post on website.

January

- Update Pier Applications with new Year.
- Submit Pier Application & Pier Rules to Board in January for approval.
- Once Applications & Pier Rules are approved; prepare & mail Annual Leaseholder *Dues* Application to all Pier Lease Holders.
- Initial/date Application when dues are received.
- Enter date *Dues* are received to the Master Leaseholder Excel document.
- Enter Deposit Date to Pier Applications when Deposit Receipt is received by Clerk.

February

- Initial/date Annual Lease Applications when dues are received.
- Enter date *Dues* are received to the Master Leaseholder Excel document.
- Enter Deposit Date to Pier Applications when Deposit Receipt is received by Clerk.
- Mail/email Auction Pier Applications.
- Update list as Auction Applications are received.

March

- Call and/or mail letter to anyone who was late paying their dues.
- Update the Board with who has paid and who has not.
- Provide Pier committee recommendations to Board.
- Schedule Late Payment Hearing as necessary.
- Attend Hearing.
- Scan all Applications on a thumb-stick; file Applications in each individual's file.
- Provide an updated Lease Holder List to webmaster to post on website.
- Contact the top 6 highest bidders that they won an auction spot; assign Pier spots.
- Prepare and mail Auction Applications with payment due to winners.
- Prepare and mail letter to the non-winner applicants.
- Provide the Auction winners list to webmaster to post on website.

Summer

- On or about June 16th of each year, check each pier to confirm they comply with the required requirements (i.e. pier length, pier numbers, safety).
- Notify anyone that is not in compliance.
- Re-check to confirm that all piers are compliant.
- Prepare and schedule Hearing if necessary.

Fall

- On November 1st of each year, check to make sure each pier has been removed from the water.
- Notify anyone who is not in compliance.

COMMITTEE SIGN-UP PROCEDURE

- Any member of the Association in good standing may fill out an application for Committee assignment.
- A Committee Application must be filled out by a member for consideration. The application should be forwarded to the appropriate Chairperson of the Committee they wish to apply for.
- Each Committee Chairperson will review all applications submitted. Each application is approved by the Board of Directors. If an applicant qualifies, and is approved by the Board, the Chairperson of that Committee will notify applicant of his acceptance into the Committee.
- If a member of any Committee misses 3 meetings without a good excuse given to the Chairperson they will be expelled from that Committee.

LCBPOA

COMMITTEE APPLICATION

This application must be forwarded to the Chairperson of the Committees listed below.

Desired Committee: _____

Activity/Welcoming: _____

Fundraising: _____

By-Law: _____

Lakeshore: _____

Clubhouse: _____

*Pier: _____

*Finance: _____

*The Finance and Pier Committees are “elected positions”.

NAME: _____

PROPERTY ADDRESS: _____

PROPERTY TAX KEY NO.: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

DATE: _____

*****Applicant must be a member in good standing of the LCBPOA*****

Please detail any experience, hobbies, and/or education regarding the Committee that you are interested in.

Thank you for your interest. You may submit your application by mail, via Drop Box outside the main Clubhouse door, or to any of the Board Members. This application will be reviewed by the Board and you will be contacted after approval.

JOB APPLICATION

**Lake Como Beach Property Owners Association
W3730 Clubhouse Dr., Lake Geneva, WI 53147
262-249-1200**

Lake Como Beach Property Owners Association is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Please fill out all of the sections below:

Application Information

Applicant Name: _____
Address: _____
City, State, Zip: _____
Telephone No.: _____
Email: _____
Date of Application: _____

Employment Position

Position(s) applying for: _____
How did you hear about this position? _____
On what date can you start working if you are hired? _____

Personal Information

Are you a U.S. Citizen or approved to work in the United States? ___Yes ___No
What document can you provide as proof of citizenship or legal status? _____

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Lake Como Beach Property Owners Association complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City/State)	Year Graduated	Degree Earned

College/University

Name	Location (City/State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City/State)	Year Graduated	Degree Earned

Current/Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State, Zip: _____
Employer Telephone: _____
Dates Employed: _____
Reason for Leaving: _____

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State, Zip: _____
Employer Telephone: _____
Dates Employed: _____
Reason for Leaving: _____

AT-WILL EMPLOYMENT

The relationship between you and the Lake Como Beach Property Owners Association is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Lake Como Beach Property Owners Association. No representative of the Lake Como Beach Property Owners Association has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge no oral or written statements or representations regarding your employment can alter your "at will" employment status, except for a written statement signed by you and either our Executive President or Vice-President.

Applicant's Signature: _____ Dated: _____

LCBPOA, INC.

EMPLOYEE JOB EVALUATION FORM

Employee's Name: _____

Job Title: _____

Department: _____

Reviewer Name: _____

Review Period: _____

Date of Performance Review: _____

Rating Scale:

1 = Unsatisfactory

2 = Requires Improvement

3 = Meets Standards

4 = Exceeds Expectations

5 = Outstanding

Work Quality: (Criteria/Objective 1) (Note Rating Scale Score)

(Comments)

Adaptability: (Criteria/Objective 2) (Note Rating Scale Score)

(Comments)

Initiative: (Criteria/Objective 3) (Note Rating Scale Score)

(Comments)

Impact: (Criteria/Objective 4) (Note Rating Scale Score)

(Comments)

Overall Rating: (Total Rating Scale Score)

LCBPOA, INC.

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Employee Evaluation Form

Achievements:

(Reviewer's Comments)

Areas of improvement:

(Reviewer's Comments)

Employee's Comments:

(An employee may or may not want to make comment on their review. They have the option to choose.)

Employee Signature: _____ Dated: _____

Reviewer Signature: _____ Dated: _____

Copy to Employee File
Copy to Employee

JobEval 3-7-22

LCBPOA, Inc.

Job Description: Bartender

Qualifications/Responsibilities for Bartender:

Events Planner/Bar Manager arranges for all bartender(s) needed at events. Events Planner/Bar Manager must insure that one Bartender on duty has an operator's license with the Town of Geneva.

Bar is usually opened at 5pm unless otherwise stated on Event Contract.

Arrive ½ hour prior to event to set-up bar.

In utility room, ice machine is located, use ice bucket to fill ice bin at bar.

Remove all liquor from back bar to the serving shelves.

Lemons/limes need to be cut and put in divider trays located in back bar.

Cherries, olives need to be put in divider trays.

Bar is closed at 11PM promptly.

Liquor is put in back bar and locked.

Clean tables, bar and wipe all area work space.

Fill out time sheet and give to Events Planner for processing.

Clubhouse is to be closed by 12 midnight and all doors locked.

Check all windows, doors to be certain they are securely locked.

Check bathrooms to be sure lights are off.

Double check all doors when leaving.

BJD 2-7-22

LCBPOA, INC.

Job Description: Beach/Lakeshore Attendant. This is a part-time position.

Job Overview: Beach/Lakeshore Attendant greets Members and Member's Guests either in the parking lot or at the entrance. Check for current Beach/Parking passes. As the first person to meet guests, Beach/Lakeshore Attendant is expected to provide exceptional customer service. Beach/Lakeshore Attendant must understand all policies and regulations of the beach and be able to explain them pleasantly to all Guests.

Performance Review: This position is a direct report to the Lakeshore Committee Chairperson. Performance review will be conducted every year in October by the Lakeshore Committee Chairperson.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

Confirm that members are in good standing

Must have good communication skills

Have good interpersonal skills to interact with the public

Monitor general safety of Guests on shoreline

Document any and all incidents

Keep the Beach or their specific area clean

Be alert to emergencies, whether those of a first-aid nature or a major emergency requiring a call to 911 for emergency services

Must possess a valid driver's license

Must have transportation to and from job site

Provide exceptional customer service

Beach Attendant Service days are from Memorial Day to Labor Day

Hours: 5 Hours – Saturday: 11:00 a.m.- 4:00 p.m., weather permitting

Sunday: 11:00 a.m.- 4:00p.m., weather permitting

Holiday's that fall during the week day.

Make-up days are not required.

B/LSJD 5-17-22

LCBPOA , INC.

Beach Maintenance Worker - Job Description

This position reports to the Lakefront Committee.

This is a part time position.

Duties to include:

- Cleans the beach, picks up items left by beach users, and removes trash.
- Cleans the goose poop with the pooper scooper (do not rake) and dumps the bucket into the large garbage dumpster.
- Rake seaweed on the water's edge and put it into a pile on the East end in front of the rocks.
- Pick any weeds that may be growing in the sand by the play equipment and picnic tables that are on the sand.
- Clean any picnic tables that have goose poop on them.
- Provides general assistance and information to visitors that may come during working hours.

BMW/JD 9-18-2024

LCBPOA

Job Description – Treasurer

Note: When recruiting for a new Treasurer the Executive Officers (President, Vice-President, Secretary, outgoing Treasurer and Finance Committee Chair) will be involved in the interviewing process. All inquiries regarding this position are to be directed to the Executive Officers. The Executive Officers will present to the Board of Directors any qualified candidates.

The Treasurer performs the following:

1. Retrieve from the safe the cash, checks and print-out left by the Clerk.
2. Retrieve from the office file cabinet the “Clubhouse Deposits” folder containing the cash and/or checks and enter the deposits in QuickBooks into the specific accounts for the particular amounts, ie, Clubhouse Deposits, Hall Rental, Hall Cleaning, Bar Receipts.
3. Write up a separate bank deposit for each deposit entry according to (1) and (2) above (using a separate deposit ticket for each deposit makes reconciling the bank statement easier). Make the deposits at the bank and return to attach each bank receipt to its matching paperwork in the office file cabinet.
4. Review and enter bills for payment, including EFT (Electronic Funds Transfer) and checks to print for utilities, fees for accounting and legal services, Check requests for expenses incurred, refunds of Clubhouse deposits, and other expenses as are documented.
5. Submit completed Monthly Payroll form to the Certified Public Accounting Firm (CPA), who enters into QuickBooks the LCBPOA information for net Payroll dollar amounts and State of Wisconsin Payroll Tax payments due. They notify by e-mail that the payroll has been entered, that the check stubs are attached to the e-mail and that the Wisconsin State information has been entered as an EFT. CPA firm also forwards the quarterly Wisconsin Tax forms to be printed, signed and mailed by the appropriate due date.
6. Print pay stubs, 2 copies and payroll checks. Print the QuickBooks list of checks and scan and e-mail the list to the Finance Committee for review and approval (2 approvals are required to proceed to signature). Sign one line on each check and notify Association President that the expense checks are ready for the second signature.
7. Print checks entered for expenses according to (3) above. Print the QuickBooks list of checks and scan and e-mail the list to the Finance Committee for review and approval (2 approvals are required to proceed to signature). Sign one line on each check and notify Association President that the expense checks are ready for the second signature.
8. Reconcile the bank statement with at least one member of the Finance Committee.
9. Assist the Finance Committee with required reviews and audits of LCBPOA financial reporting that must be completed by a third-part CPA.

LCBPOA

Page 2

Job Description – Treasurer

It is required that the Treasurer and Clerk be given a bond for the faithful discharge of their duties. The cost of such a bond shall be borne by the Association. The Treasurer shall maintain and reconcile petty cash (petty cash is defined as on hand cash not to exceed \$500.00). All financial records of the Association are subject to review by the Financial Committee at any time.

JD/Treasurer/8-13-25

LCBPOA, INC.

Job Description: Clerk

Job Overview: To maintain Association Clerk's office. This is a Part-time position (4 hrs. a week).

Performance Review: This position is a direct report to the Treasurer. Performance review will be conducted every year in February by the Treasurer.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

Technical

Knowledge of proper spelling, grammar, and punctuation; knowledge of proper English writing mechanics and the ability to proofread documents and reports.

Knowledge of general office procedures, systems and terminology.

Ability to read and understand work-related documents.

Proficiency using the basic features of word processing and e-mail software to type correspondence, memos and reports.

Ability to learn new computer programs/software.

Ability to remain focused on details.

Ability to accurately maintain numerical and alphabetical filing systems.

Ability to organize and complete work assignments in a timely manner.

Ability to perform basic mathematical calculations to be able to double-check invoices, statements and supply orders.

Ability to follow instructions.

Customer Service and Interpersonal

Ability to display empathy and tact to serve the public and represent the Association positively.

Ability to effectively communicate with and maintain effective working relationships with the Executive Officers, Directors, and the general public.

Teamwork skills and ability to work co-operatively with people whose backgrounds may differ from one's own.

Ability to analyze work-related situations carefully and adopt effective courses of action in a timely manner.

Ability to maintain composure and work accurately in high pressure situations.

Ability to maintain confidentiality with interactions and legal documents.

Ability to work co-operatively and efficiently with co-workers, and residents whose backgrounds may differ from one's own.

Page 2

Clerk – Job Description

Responsibilities for Clerk:

1. Maintain Clerk office hours at the LCBPOA Clubhouse. Office hours are Wednesday 4:00-6:00p.m., Saturday 10:00a.m.-Noon and Monday, 4:00p.m.-6:00p.m. (April & May Only) and additional hours as needed.
2. Print checks entered for expenses. Print the QuickBooks list of checks and scan and e-mail the list to the Finance Committee for review and approval (2 approvals are required to proceed to signature). Notify Treasurer to sign one line on each check and notify Association President that the expense checks are ready for the second signature.
3. After the Treasurer has prepared all invoices containing the Assessment fees, the Clerk shall prepare the invoices for mailing and mail in March each year.
4. Bill and collect all Parking/Beach pass fees, pier fees, pier auction fees and other fees established by the Board of Directors. The Clerk will issue the Parking/Beach passes upon receipt of the fee. The Clerk shall prepare and mail passes upon request.
5. Record and receive monies due and payable to the Association for assessments, parking/beach fees, pier fees and pier auction fees. The Clerk shall produce and maintain receipt for every financial transaction performed on behalf of the Association. The Treasurer receives and receipts all monies for Clubhouse Rentals, donations, bar receipts and any monies received from Clubhouse events.
6. The Clerk is required to receipt all monies (see above) and provide the Treasurer and Secretary a report of all receipts. The Pier Committee receives a copy of all reports containing pier monies.
7. In Quick Books, maintain a current record of the Association members in a form that permits preparation of list of names and address of property owners/members by District. The Clerk shall record all telephone numbers and email addresses when provided by members. The Clerk shall record all pier holders and pier waiting list applicants. The Clerk shall prepare, record and file with Walworth County all liens and lien releases. Any requests for District reports needs Board of Directors approval. The Clerk must be given 1 business week to produce the requested report and request needs to be in writing. The Clerk shall be allowed additional hours to produce the reports.
8. At Board and Bi-Annual meetings, the Clerk confirms that members in attendance are in good standing.
9. The Clerk keeps a log of all emails and voicemails received and the responses to each.

Page 3

Clerk – Job Description

10. The Clerk, on a monthly basis, receives a report of all property transferred within the Association from Walworth County. The Clerk shall record these changes.
11. The Clerk shall record and file all Foreclosure or Bankruptcy files received.
12. After the Treasurer has prepared all invoices containing late fees the Clerk shall prepare them for mailing and mail.
13. The Clerk shall prepare a Clerk's Report to be presented by the Treasurer at all Board meetings.
14. The Clerk shall create a report containing all monies, received by the Clerk, all the Homeowners Request Reports and all reports requested to be presented at the monthly Board meetings.
15. The Clerk shall complete all Homeowner request reports by Realtors, Title Companies, Mortgage Lenders and members and maintain a file.
16. The Clerk shall prepare a report showing a New Owner, the address of the Association property, give each of the Directors in that District a copy along with Postcard and maintain a file.
17. The Clerk shall prepare all checks written by the Treasurer for mailing, mail and file all copies of paid bills that were mailed.
18. The Clerk shall deliver to each Director, upon request, keys to the Clubhouse and Office and maintain a file.
19. The Clerk shall, upon request, assign a Security Code to each Director and all others approved by the Board and maintain a file.
20. The Clerk shall, when the Directors have created and approved, make copies of the yearly calendar to be included with the mailing of the assessment dues invoices.
21. The Clerk shall, when submitted, make copies of the Annual President's letter to be included with the mailing of assessment dues invoices.
22. The Clerk shall maintain and order all office supplies as necessary and notify the Treasurer of all purchases.
23. The Clerk shall lock all monies received, in the safe, to be deposited to the bank by the Treasurer.
24. The Clerk shall, when approved, make copies of the "Beach Book", staple and give to the Beach Attendant for distribution.
25. Other duties as assigned.

ClerkJD -9-18-22

LCBPOA, INC.

Job Description: Custodian

Job Overview: To Maintain the Association Clubhouse and grounds area. This is a part-time position with flexible and varying hours (on call).

Performance Review: This position is a direct report to the Clubhouse Committee Chairperson. Performance review will be conducted every year in February by the Clubhouse Committee Chairperson.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

High School diploma or general education degree (GED) required.

Good verbal communication and interpersonal skills.

Time management and multi-tasking abilities.

Possess knowledge of the methods, technique and materials used in custodial work.

Previous custodial and grounds experience preferred.

Ability to lift and carry up to 50 Lbs.

Comfortable squatting, twisting, bending and kneeling while using tools and performing maintenance tasks.

Ability to climb ladders and work from heights.

Familiar with operating, caring for and storing custodial equipment and supplies.

Responsibilities for Custodian:

Monthly Time Sheets are to be submitted every 30 days. Work Orders must be attached to the Monthly Time Sheet submitted.

Set-up for meetings (Board and Bi-Annual). Arrange tables, chairs, podium and micro-phones for use at these meetings. American flag must be displayed for pledge of allegiance at all meetings.

At the direction of Events Planner, set-up tables and chairs and tear down for Clubhouse events. Obtain Work Order for any special requests (set-up, break down tables, etc.).

Requisition supplies for approval by Clubhouse Committee Chair.

Maintain floors in a clean state by sweeping, mopping the floors.

Page 2

Custodian Job Description

Empty and clean trash receptacles and collect recycling.

Clean, sanitize and supply bathrooms.

Clean and service custodial equipment as needed.

Perform minor repairs on furniture, building and equipment.

Report any safety, sanitary or fire hazards to the appropriate department.

Lock and unlock windows, doors.

Change air filter and cleaning vents as necessary.

Ensure grounds areas are clean and orderly.

Maintain landscaping at Clubhouse which includes watering when necessary.

Winter Season: Salt walkways as needed. Snow removal using snow thrower which is available on premises.

Custodian JD 2-22-22

LCBPOA
CUSTODIAN WORK ORDER

Date: _____

Description: _____

Requested By: _____

Clubhouse Committee Chair Approval/Date: _____

Start Time: _____

Finished Time: _____

Custodian Signature: _____

Date Work Completed: _____

Form CWO 5-17-22

LCBPOA, Inc.

Job Description: Events Planner/Bar Manager – Lake Como Clubhouse

Job Overview: Events Planner/Bar Manager – This is a part-time position. Must have a Bartender operator's license with the Town of Geneva.

Performance Review: This position is a direct report to the Clubhouse Committee Chairperson. Performance review will be conducted every year in February by the Clubhouse Committee Chairperson.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

A High School Diploma and/or relevant experience in a similar field or direct experience as an Event Planner.

Communications and interpersonal skills.

Team Management and leadership skills.

This position requires a degree of financial skills as well as the ability to create accurate reports.

Logistics – Event Planner must possess a degree of skill in logistics to properly plan the details and anticipate potential problems that may arise.

Responsibilities for Events Planner:

Respond to e-mails at clubhousemanager12@gmail.com and voicemails.

Schedule and meet with clients.

Respond to guest requests. Booking/ordering/purchasing needs for the guest parties.

Collect monies for hold the dates/rentals/bar packages.

Create reliable financial reports and collecting payments on time.

Receipt monies to LCBPOA Treasurer.

Account for bar monies brought in from the bar. Arrange for bartenders for parties. Must insure that one Bartender on duty has an operator's license with the Town of Geneva on premises.

Receipt hours and check requests to pay bartender(s) to Treasurer. Pay the bartenders.

Submit check requests for refunds of date deposits.

EP/BTJD 2-22-22

Beach Permit Procedures

Property owners-Members in good standing and guests using the lakefront or beaches need to give the Association a two (2) week advance notification for groups of 25 and over. The Property Owner must fill out a Beach Permit request and submit it to the Clerk. All parties over 50 will be required to use Beach 1 (Iris) or Beach 2 (Uranus).

Renters must get landlord to agree and sign the Permit Application.
No bounce houses allowed.

Beach Rules

- No Lifeguard – Swim at your own risk.
- Children under 10 years of age must be accompanied by an adult.
- No boats allowed on the beach or swimming area.
- No fishing at the Beach.
- No glass allowed.
- No open fires or fireworks allowed.
- No pets permitted on the Beach.
- No removal or throwing of stones or rocks.
- When leaving the beach, take your trash, chairs, toys, noodles, etc.
- Respect the rights of others.
- Use common sense.

The Clerk is to present the Application to the Board for review and approval. Once approved the Clerk will provide a copy to the Member, to the Beach Attendant and file the original in records.

Contact information: 262-249-1200 or e-mail clerk@lakecomobeachpoa.com.

6-21-23